



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	AIRPORT SUPERINTENDENT
Posting Number	PN# 103195
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Facilities
Reporting Location	2800 North Terminal Road
Workdays & Hours	Shift work, including rotation, weekends and holidays*
*Subject to change	

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under the direction of the Senior Superintendent, manages and administers the daily activities related to Facilities Administration. Supervises through subordinate personnel administering service, warranty and construction contracts to ensure the achievement of the section and organizational goals. Plans, executes and monitors work assignments consistent with the prescribed policies, rules and regulations. Prepares reports in support of section operations. Meets with vendors, customers and representatives to resolve problems. Assists in hiring, training and indoctrinating new employees, provides guidance and evaluates work performance. Assists in developing annual budget.

### WORKING CONDITIONS

Performing these duties will involve: operating motor vehicles; applying specialized information; making visual inspections of workplace conditions and operations; performing quantitative computations; standing or walking for extended periods; dealing with people in tense situations, speaking and writing effectively; and working as a member of a team. Must be willing and available to work all shifts including rotation, weekends, and holidays.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Engineering, Public Administration, Aviation Management, Business Administration or a related field. Additional experience may be substituted for the education requirement on a year-for-year basis.

### MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible experience in airport operations and/or maintenance of a civil airport are required, with three (3) of those years in a supervisory capacity. High School diploma and ten (10) years of responsible experience in airport operations and/or maintenance of a civil airport, with at least five (5) years in a supervisory capacity, may be substituted for the above requirements.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Contract Administration experience preferred. Strong computer skills desired: Microsoft Word and Excel. Ability to establish and maintain an effective relationship with Aviation personnel, vendors and the general public. Ability to respond to a variety of conditions, including emergencies, which can require being on site at times other than regularly scheduled hours. Ability to communicate effectively both orally and in writing.

### SELECTION/SKILLS TEST REQUIRED

The selection process will involve work samples and/or interview.

### SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25		
\$1,457.00 - \$2,019.00	Biweekly	\$37,882.00 – \$52,494.00 Annually

### OPENING DATE

MARCH 2, 2005

### CLOSING DATE

MARCH 15, 2005

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden level. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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